

**ASSOCIATE DIRECTOR OF RECREATION AND PARKS  
BUREAU OF PARKS**

**\$59,700 - \$71,900**

**APPOINTED POSITION**

The Baltimore City Department of Recreation and Parks is currently accepting resumes for the position of Associate Director of Recreation and Parks - Parks Bureau. The responsibilities of this position involve the planning and directing of a comprehensive parks program to include Horticulture, Forestry, Park Maintenance and Natural and Historical Resources. Incumbents receive managerial direction from the Director of Recreation and Parks.

Required knowledge, skills and abilities include those of the principles and techniques of park management, public administration, as well as budget and personnel administration. The demonstrated ability to develop and manage park facilities and promote park programs is required. The ability to make policy decisions and to interpret and apply policies, rules and regulations is also required. The ability to establish effective working relationships with members of the Board of Recreation and Parks, officials and representatives of public and private agencies, interested citizens groups and others. Demonstrated supervision of managerial and supervisory level staff and administrative ability are required.

**DESIRABLE EDUCATION AND EXPERIENCE REQUIREMENTS**

Requirements - A bachelor's degree from an accredited college or university and five years of experience in management including recreation or parks administration.

Equivalencies - Equivalent combination of education and experience.

**DESIRABLE LICENSES, REGISTRATIONS AND CERTIFICATES**

A Maryland Class C Noncommercial driver's license, or an equivalent out-of-state driver's license acceptable to the Baltimore City Office of Occupational Safety is required.

**Send resumes on or before December 28, 2001 to:**

**Valerie Scott-Oliver, Administrative Officer I  
Department of Recreation and Parks  
3001 East Drive  
Baltimore, Maryland 21217  
(410) 396-7450  
(410) 889-3856 (fax)  
EOE-M/F/H**